

SDTTG Collection Committee Minutes

Wednesday, December 4

Conference Call: 2:00pm Central Time

In Attendance: Dana, Kerry, LeAnn, Shirley, Hannah, Lori, David, Nina. Overdrive: Kate, Maria

1. Welcome New Members: Lori and Hannah
 - a. Lori Williams from Moody County
 - b. Hannah Lagerquist from Aberdeen
 - c. Hannah's Term will officially begin on January 1, 2020; Lori has already technically started since it was an open position. Both will be completed on December 31, 2022
2. 2020 Chairperson: Dana
 - a. Dana's term will expire on December 31, 2020.
3. David leaving December 6 & SDSL facilitating operations
 - a. Nina will be facilitating SDTTG in David's place until a new staff person is hired at SDSL
4. New 2020 purchasing agreements
 - a. Kate reported that about half of the libraries have returned their participation forms (35 out of 77). She will continue to try to contact the libraries that have not yet returned their forms.
 - b. If less than the 77 expected libraries turn in a participation form, it may change the content budget for SDTTG
 - c. Dana will reach out to Audrea Buller so she can share this information on the SDLA Facebook page to hopefully help get more forms back in a timely manner.
 - d. If participation forms are not turned in, libraries may lose access to Overdrive as early as January 1, 2020. The date of the payments are more flexible. Kate reported that some libraries had requested to pay out of their 2019 budget. She is able to send an early invoice in any libraries would like to do this.
5. 2020 purchasing schedule and budget

January	Kerry
February	Dana
March	Hannah
April	Lori
May	LeAnn
June	Kerry
July	Dana
August	Hannah
September	Lori
October	LeAnn
November	Kerry
December	Dana

- a. The committee will spend \$3,000 monthly for audio and \$3,000 monthly for e-books during January and February until membership for SDTTG for 2020 is confirmed. At the next conference call in February 2020, the monthly budget going forward can be decided. If there are no significant changes to membership, David suggested the committee spend \$3,150 monthly for audio and \$3,150 monthly for e-books beginning in March.
 - b. CPC budget has been increased from \$100 monthly for audio and \$100 monthly to e-books to \$200 monthly for audio and \$150 monthly for e-books. This change is in effect immediately.
 - c. A reminder that the amount spent in October is usually higher due to purchasing the state award books (YARP and Prairie nominees)
6. Lori & Hannah: Arranging training for purchasing process
 - a. Shirley has already been training Hannah
 - b. Lori will be reaching out to committee members to set up a time for some training
7. Project Gutenberg e-books
 - a. David reported that between 1,400 to 1,600 titles have been added to the SDTTG collection through Project Gutenberg. Most of the title that were added were Classics. Kate helped to eliminate some of the duplicates that were showing up.
 - b. There are over 20,000 titles available through Project Gutenberg-many are in other languages and more scientific papers that may not be of much interest in our collection.
 - c. All of the Project Gutenberg titles are simultaneous use, so this might be a good tool to let schools/teachers know about since all of their students could access the same title for a class or project.
 - d. To add to or weed these titles, go to Simultaneous Use under the shop tab and search in Project Gutenberg.
8. Updates from Kate-Overdrive Account Manager
 - a. There will be a Friday Frenzy sale on Friday, December 6
 - b. Libby will begin push notifications at the end of 2019 to let patrons know when their books are ready to go
 - c. Hold Redelivery will begin about 1 month later. Titles on hold will no longer be automatically checked out but will require more action from the patrons. They can choose to suspend their hold, check out the item or remove their hold. There will be videos in the Resource Center about this process. First email about this sent to us on 11-20-19.
9. Other business
 - a. CPC
 - i. Dana asked if there was an easy way to check if certain titles were available through CPC without switching back and forth between CPC and 1 copy/1 user options. It was recommended to have 2 tabs open to compare-one for CPC and one for 1 copy/1 user.

- ii. Kate also said that if you are looking at certain lists, you could select the option to see which titles from that list were available CPC if you changed the List ID.
- iii. Kate reported that if you are in the CPC shop tab, you can do an advanced search (located beside the search bar) and selected Holdings: In Collection and Holds: 1 or more to get an idea of anything in the collection that had holds.
- iv. Kate will be emailing some screenshots and more info about CPC

b. Weeded Titles

- i. Advantage libraries are unable to “unweed” an item to make it available for purchase. Someone from the SDTTG Committee or Kate from Overdrive will need to unweed these titles to make them available for purchase again for the Advantage libraries
- ii. Kate will be writing up a little blurb about this that we can send out on the listserv to help inform Advantage libraries how they can gain access to these titles again

c. Bylaws update

- i. The Purchasing Committee bylaws needed to be updated to reflect the change of having 6 pricing tiers in the new contract instead of 4. The only effective change is that top tier now additionally includes Brookings and Watertown- previously it only included Aberdeen. This change was previously voted on by SDTTG members via email.
- ii. LeAnn made a motion to approve the changes to the bylaws. Seconded by Lori. Unanimous approval.
- iii. David will post updated bylaws on the State Library website.

d. Next Meeting

- i. Committee agreed to have another conference call in February to check in on membership and to confirm the purchasing budget for the remainder of the year.
- ii. Dana will send out a Doodle poll in February to confirm meeting date.